



King County
SENIOR SCHEDULE PLANNER
DEPARTMENT OF TRANSPORTATION
TRANSIT DIVISION/SERVICE DEVELOPMENT SECTION
Annual Salary Range \$55,120 - \$78,748
Job Announcement: 05RC5572
OPEN: 10/17/05 CLOSE: 11/4/05

WHO MAY APPLY: This position is open to King County Metro Transit First Line Supervisors only.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street. Application materials must be received by **4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Ralph Cady at (206) 263-4782 or by email at ralph.cady@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), résumé, and a letter of interest detailing your background and describing your interest in the position and how you meet or exceed the requirements.

WORK LOCATION: King Street Center, Seattle, WA.

HOURS OF WORK: Work week is Monday through Friday; a flexible schedule may be available. Variations in hours are occasionally necessary. This position is exempt from the provisions of the Fair Labor Standards Act, and is therefore not overtime eligible.

PRIMARY JOB DUTIES INCLUDE:

- Uses computerized scheduling system to coordinate the development of new and revised schedules for regular service, contracted service, and special events such as Seafair, professional sports, and other community activities and to conduct “what-if” analysis.
- Plan, develop and implement schedule changes, within budget, in response to changing operating environment such as ridership, congestion, vehicle, and manpower availability.
- Establish operator assignments according to union contract and service requirements.
- Manage service change for assigned base and coordinate with KC Staff to insure satisfactory completion. Resolve issues using collaborative problem-solving skills and with little direct supervision.
- Analyze route performance and passenger data using multiple data sources and field work.
- Respond to citizen's comments and inquiries. Respond to requests for information from elected/appointed officials and governmental agencies.
- May develop and coordinate training for qualification in the Scheduling Section including course material, testing and criteria for successful completion.
- Represent KC Metro on intergovernmental planning groups. Participate on project teams with internal and external groups to plan transportation services.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS:

- Two years of increasingly responsible knowledge and experience in transportation scheduling, operations, or planning; or any equivalent combination of education and experience that demonstrates an ability to economically and effectively develop schedules. One year of lead or supervisory experience is required.
- Demonstrated excellent written and oral communication skills.
- Demonstrated excellent analytical and planning skills are essential.
- Good interpersonal skills.
- Ability to use various computerized database, spreadsheet, and word processing programs in the development of staffing, cost, and other projections.

UNION MEMBERSHIP: Positions in this classification will be represented by Local 587 of the Amalgamated Transit Union.

JOB CODE: 241806